Approved For Release 2002/11/12 : CIA-RDP80-01826R000800030013-1

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REGULATION
NO. [redacted]

PERSONNEL
Revised 29 November 1956

COMPETITIVE PROMOTION

SYNOPSIS: This regulation establishes a competitive promotion program within Career Service areas, characterized by periodic evaluation by panels.

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Rescissions: (1) [redacted] dated 9 October 1954
(2) [redacted] dated 30 April 1954

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1. GENERAL

This regulation states policy and procedures which apply to the promotion of employees (staff employees and staff agents) to grades GS–15 and below. It does not apply to the promotion of employees to grades GS–16, 17, and 18 (see [redacted] nor to the promotion of employees who will occupy positions compensated in accordance with Wage Administration Schedules.

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2. POLICY

a. The Agency Table of Organization (T/O) will be staffed by the assignment of qualified personnel to the positions in which they are most needed, with due consideration given to preferences of employees. To maintain authorized staffing levels for Agency positions, qualified employees will be advanced on the basis of competitive evaluation of their performance, qualifications, length of service, acceptance of Career Staff obligations, and value to the Agency. Promotions and recruitment will be administered so that the composition of Agency personnel by grade level and occupational fields will not exceed the authorized staffing.

b. In general, each Career Service will comprise the competitive promotion area for promotion for members of that service. However, the Head of a Career Service will establish separate areas of competition within the service when necessary because of substantial differences in occupational or functional lines of work performed by its personnel.

c. Competitive evaluation of employees in grades GS–7 through GS–14 for promotion will be accomplished through the establishment and use by Heads of Career Services of Competitive Evaluation Panels in each Career Service. Panel recommendations for promotions will be advisory to the Head of the Career Service, who will make final recommendations to the Director of Personnel. Panel consideration will not be required in the administration of promotions of personnel in grades GS–6 and below, but the basic principle of competitive promotion expressed in 2a above will be followed.

d. Personnel in the zone of consideration will be considered for promotion by the Head of their Career Service at least once each year.

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e. Promotions will be of one-grade increments except where double-grade stages have been established for progression within the grade range GS-5 through GS-11.

f. Normally, individuals will occupy positions which correspond in grade to their grade after promotion. However, they may occupy positions higher in grade than their grade after promotion, when necessary; or they may be promoted under competitive evaluation procedures and occupy a position lower in grade than their grade after promotion when it is necessary in the best interests of the Agency that they be retained in or assigned to such a position in a personal rank assignment status. A personal rank assignment will not be authorized if the action would result in the grade structure of personnel in the Career Service exceeding the grade structure of positions which the Career Service is responsible for staffing (Career Service Staffing Authorization) in the competitive promotion area concerned.

3. DEFINITIONS

a. PERSONAL RANK ASSIGNMENT

A personal rank assignment is

An assignment in which the grade of an employee is authorized to exceed the grade of the position encumbered. Personal rank assignments are approved by the Director of Personnel upon certification by the Head of the employee's Career Service and Operating Official concerned that they are necessary in the best interests of the Agency for one or more of the following reasons:

(1) To enable an employee to be competitively promoted and complete a specific tour or assignment in a position of grade lower than his grade after promotion.

(2) An employee is the only qualified individual available for assignment to a position which must be filled immediately.

(3) The employee possesses such unusual background, contacts, or qualifications for a particular position that his assignment to that position is essential to an Agency program.

(4) An employee's service record and qualifications clearly predict satisfactory performance in a position of his grade, and staffing plans provide for the filling of such a position in the near future, but no appropriate assignment of proper grade is currently available.

(5) To permit an employee to obtain specific experience essential to the planned future utilization of his services.

Under any of these circumstances, personal rank assignments will be for a specified maximum period of time, as agreed to by the Director of Personnel, Head of the Career Service, and Operating Officials concerned.

b. CAREER SERVICE STAFFING AUTHORIZATION (CSSA)

The Career Service Staffing Authorization is

The number of positions by grade levels and occupations which a Career Service is responsible for staffing. In the absence of designation of T/O positions according to Career Service jurisdiction, the Career Service Staffing Authorization will be approximated by tabulating the grades of all positions encumbered by members of the Career Service in each competitive promotion area and adjusting to provide for vacant positions to be filled during the period.

c. SENIOR SUPERVISORS

For purposes of this regulation, the term Senior Supervisors will be used to designate the heads of the operating echelons in which employees under consideration for promotion are located. Senior Supervisors generally will be Division and Staff Chiefs in the Offices of the DD/I and DD/S; Chiefs of Area as agreed to by the Head of the Career Service and the Deputy Director concerned.

d. CAREER SERVICES, HEADS OF CAREER SERVICES

The Career Services and the Head of each Service are designated in [redacted]

Divisions and Senior Staffs in DD/P or comparable officials

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4. RESPONSIBILITIES

a. SUPERVISORS

Supervisors at all levels are responsible for evaluating the merit for promotion of employees under their jurisdiction and for making recommendations to the Heads of appropriate Career Services, through command channels, concerning the promotion of such employees according to the provisions of this regulation. Such recommendations also will conform to the provisions of paragraph 5b, [redacted] (Tentative), Employment Policy and Procedure.

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b. HEADS OF CAREER SERVICES

The Head of each Career Service is responsible for:

(1) Recommending promotions to the Director of Personnel based upon competitive evaluation of employees' merit for promotion in relation to the staffing requirements for the Career Service and after due consideration of recommendations from Competitive Evaluation Panels, Career Boards, and Senior Supervisors.

(2) Determining competitive promotion areas within the Career Service.

(3) Establishing the number of Competitive Evaluation Panels considered necessary and defining the jurisdiction of each panel as to grade levels and competitive promotion areas of personnel to be evaluated.

(4) Appointing the membership of each Competitive Evaluation Panel.

(5) Ensuring that the composition of the membership of his Career Service by grade level and occupational fields does not exceed the staffing authorization of the service (CSSA).

c. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for:

(1) Ensuring compliance with the regulation by continuous evaluation of the Agency's promotion program.

(2) Reviewing all promotion requests and finally approving promotion actions which conform to the provisions of this regulation including the approval of personal rank assignments when required by a promotion request.

(3) Recording and disseminating the qualification requirements of all Agency positions to be used as a basis for reviewing promotion requests.

(4) Providing periodic listings to Heads of Career Services of personnel in the zone of consideration for promotion and periodic reports on the status of utilization of the Career Service Staffing Authorization (CSSA).

5. PROMOTION REQUIREMENTS

a. AGENCY EXPERIENCE REQUIREMENTS

An employee will enter the zone of consideration for promotion when he has served in his current grade in the Agency for the period indicated below:

Current Grade	Months of CIA Experience
GS–1 through GS–6	6
GS–7 through GS–11	12
GS–12 and GS–13	18
GS–14	24

b. QUALIFICATION REQUIREMENTS

An employee must be qualified to perform the duties of a higher grade position to which his promotion is recommended. If an employee is being promoted and retained in a personal rank assignment in a lower grade position, he must be qualified to perform work in the occupational category and grade level to which he is promoted. When an employee is being considered for promotion to a position for which qualification requirements are prescribed in Handbook No. [redacted] these requirements will be used as the basis for evaluating his qualifications.

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6. PROCEDURES

a. COMPETITIVE EVALUATION PANELS

(1) In consideration of the number of personnel to be evaluated for promotion by grade levels and competitive promotion areas, the Head of each Career Service will appoint Competitive Evaluation Panels and define the grade levels of personnel and the competitive promotion areas to be under the jurisdiction of each panel.

(2) Each panel will consist of a minimum of three voting members of the Career Service concerned who will accomplish the evaluation of the groups of personnel designated. Panel members must be senior in grade to employees to be evaluated and will serve for the period of time required to complete the evaluation of the groups of designated personnel. Career Boards and their panels may be used as Competitive Evaluation Panels if desired by the Head of a Career Service and providing their membership meets the requirements stated above.

(3) Competitive Evaluation Panels will utilize [redacted] Guide for Competitive Evaluation Panels, as an advisory guidebook in order to obtain reasonable uniformity in panel operations within and among Career Services. 25X1

(4) Upon completion of competitive evaluation of each grade level and competitive promotion area, the Panel concerned will provide the Head of the Career Service with a listing in order of merit for promotion of the individuals recommended by the panel for promotion.

b. SENIOR SUPERVISORS

(1) Upon request of the Head of a Career Service, Senior Supervisors will submit to him for each grade level a list of their employees in that Career Service and in the zone of consideration whom they recommend for promotion. Whenever practical, Senior Supervisors will list the recommended employees in the order of preference for promotion. This listing will be provided to the appropriate Competitive Evaluation Panel for its use.

(2) Whenever a Senior Supervisor considers immediate promotion action is desirable to recognize outstanding ability and performance, he may submit an individual promotion recommendation to the Head of the appropriate Career Service, without waiting for the request from the Head of that Career Service for promotion nominations for panel evaluation of employees in the grade level.

(3) Senior Supervisors will submit promotion recommendations for personnel in grades GS–6 and below when promotion is considered to be merited on the basis of performance, qualifications, and length of service as compared with other personnel under their jurisdiction and in the same competitive promotion area.

c. HEADS OF CAREER SERVICES

(1) In consideration of rank order listings proposed by the Competitive Evaluation Panels, Heads of Career Services will make final determinations as to employees in grades GS–7 through GS–14 to be recommended to the Director of Personnel for promotion.

(2) Heads of Career Services will initiate promotions for personnel in grades GS–6 and below in consideration of recommendations from Senior Supervisors and on the basis of performance, qualifications, and length of service of the individuals in comparison to other personnel in the competitive promotion area.

(3) Heads of Career Services will ensure that employees recommended for promotion are to be utilized in a position of proper grade upon their promotion or upon completion of a personal rank assignment authorized as specified in paragraph 3a of this regulation. They will also ensure that the grade and occupational structure of personnel in the Career Service will

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not exceed the Career Staffing Authorization as a result of promotion actions recommended. Prior to releasing promotion requests, they will inform the appropriate Senior Supervisors of the names of employees proposed for promotion and give due consideration to a request from a Senior Supervisor as to the timing of the action or that a promotion be withheld.

(4) Heads of Career Services will submit promotion recommendations to the Director of Personnel on SF-52, Request for Personnel Action, in accordance with instructions of [redacted] Promotion requests requiring personal rank assignments will include a statement from the Operating Official, with concurrence from the Head of the Career Service concerned, of the reason for the use of this type of assignment and the probable duration.

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7. IMPLEMENTATION OF THE COMPETITIVE PROMOTION PROGRAM

Heads of Career Services are authorized to implement the program in gradual stages of one grade level of personnel at a time, thereby continuing previous promotion procedures for levels of personnel on which Competitive Evaluation Panel action has not been taken. The program, however, should be fully installed by 1 January 1958.

8. EXCEPTIONS TO AGENCY EXPERIENCE REQUIREMENTS

Exceptions to the Agency Experience Requirements for promotion to any grade will be approved or disapproved by the Director of Personnel upon submission of justification by the Head of a Career Service. Exceptions will be made only when it is clearly established that:

a. An employee was initially employed at a grade below that for which he was qualified; or

b. An individual is properly qualified for promotion based partly on his experience prior to his entry on duty; or

c. Such exception is necessary to recognize and utilize an employee's outstanding ability.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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